

G. R. S. IX-5]

Previous references.

G. M. 329-17

1917/18

File No. 230

Serial Nos. 1-3

Later references.

(E. A.)

p 28E

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-3

Part B for July 1918

SUBJECT.

Confidential Papers and State Documents

To

The Secretaries to Govt

Genl & Rev Secy.

G. M. No 2678-2682 / 1918 280 dated 25.6.1918

Prescribes rules for registration, filing and
Custody of Confidential Papers and State
Documents.

under
307/18

G.R.S. 11]

1917-18

2

GENERAL AND REVENUE SECRETARIAT.

(S. A. G.)

NOTES.

File No. E. A. G. 230
-17-18

FILE HEADING.

An index to important & Confidential papers.

From

No.		Dated		Received	
Diary No. }		Enclos. }		Spare Copies. }	
				Serial No.	

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D. N. 130

8/6.9.17
 D.O. letter, from the Private Secy.
 to the Secy. —

Sends a preliminary note on
 Org: & Dev: subject N. I. Collection
 and maintenance of State Documents
 and Confidential records.

Submitted —. This is in reply
 to this office letter N. 168 *8/4.2.17* calling
 for a note on the subject.

Secy *7/9/17*
7.9.17

My note does not indicate
 the classes of documents which
 might have to be dealt with under
 the scheme nor the time that
 the work might occupy — *some*
 definition ^{of these points} is necessary — *cmz*

Forwarded with Compliments to
 the Private Secy to the Secy. &
 the Registrar. G.O.S. *nm*

N.B.—Should routine notes be written on small slips,
 the notes must be copied, or slips pasted on,
 this form.

W.D. 84—GPB—60,000—20.7.16

Retd with Compliments;

(Via G. O. No 2531-3 of 11 th June 1918)

Action is being taken under the above order.

A classification will be made of all documents

G. R. S. III-2]

General and Revenue
Secretariat.File No. *230* of 1917-18Serial
No.Extract of Dewan's Order on file No. *G.M.* 329-17
re Minority Administrations in Native States.

" I shall be glad to have a note from the Chief Secretary as to the arrangements which exist for indexing these confidential communications so that they may be easily get-at-able. The Efficiency Audit Branch should be asked to note."

9-11-17.

Sent with a note on the existing system of recording and keeping Confidential papers.

*Wm
24/11/17*

*Please type below the
note as connected*

*Wm
13/12/17*

Existing arrangements regarding the recording of confidential papers -

Confidential papers are kept

- (a) in the Dewan's office,
- (b) in the Council Section under the personal custody of the Chief Secretary,
- (c) in the General Records,
- ~~(d) in the Branches.~~

2. There are tables of contents for the confidential papers kept in the Dewan's office and in the Council Section, but there is no index to the list. Almost all strictly confidential papers are kept in the above offices.

for 60-17

5

fit the pinks & proceed, as fitting work proceeds.

47/18
46/18
ru
87

under leg
E. A. branch

G. R. S. III-2]

General and Revenue
Secretariat.

File No.

of 191 .

Serial
No.

3. The confidential papers kept in the General Records are merged with the records. The branches put the confidential papers in a sealed cover at the time of recording and send the same to the records. These ~~papers~~ *papers* can always be easily traced through the index to the file headings.

4. Some old confidential papers received in the records (papers of the first two or three administrations) are being sorted.

5. Printed compilation of confidential papers in the General Records have been listed but not indexed.

6. No information is available as to the arrangements made in the Palace.

7. The records are thus much dispersed and it ^{is} easy to trace them when required. The question of improving the system is being investigated by the Private Secretary to the Dewan and the Registrar General and Revenue Secretariat, as an organization and development subject.

~~See also~~ *See also* *debatable to*

Chief Secy ^{*nm*} *12/12/17*
So far as the papers in the Council Section are concerned, I am instructing the officials concerned to prepare an index. Similarly papers in the Dewan's office should be indexed.

These two indexes may be combined,

G. R. S. III-2]

General and Revenue
Secretariat.

E. A. S. File No. 230 of 1917-16

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No.

printed & copies retained by the several officers likely to have occasion to refer to such papers.

Similarly papers in the General records will be sorted & indexed.

As regards the Palace, the Private Secy to H.H. maybe requested to adopt a similar procedure in regard to them & send a few copies of the index to the Secy for reference.

The indexes should be kept up to date by addenda slips issued once every year, these being consolidated once in 5 years or so.

Once a year the Confidential records should be carefully inspected by the Chief Secretary - in the case of papers in the Secy - & by the P.S. H.H. in the case of Palace papers, & a certificate recorded as to completeness & condition of the records. Occasionally the Dewan or a Member of Council may also inspect them.

Dewan)

CSB
14/12/17

P.S. Papers of permanent importance should be selected and got printed also.

Dewan

CSB
14/12/17

NOTE—Contn. sheet.

3098
14/12/17

G. R. S. III-2]

General and Revenue
Secretariat.

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of 191

Serial
No.

Every year a reg. of all Conf papers
to be opened - a list prep'd - at
the end of each year with numbers
1 Date of disposal - with me
being printed with the Division index.
This may be done in each section
1 Secretariat Dept
2. Council Section
3. Division Office
* Indexing is very necessary
eff under branch may doubt
a sety rule for the purchase.
Customs and also be defined

M. V. M.

Please draft a sety rule -

L. J.
14.1.18.M. J.
15.7.18

Two drafts dealing respectively with
(a) arrangement of old confidential
records

(b) registration and filing of
current confidential papers ~~are~~
are put up

Chief Secy }
Mr. Registrar }

M. J.
15.7.18
M. J.

Drafts may be approved.

NOTE—Contn. sheet.

4602
1/3/18

Dewar

M. J.
15.7.18
M. J.

G. R. S. III-2]

General and Revenue
Secretariat.

File No. E.A.G. 230 of 1917-18.

Serial
No.CUSTODY OF IMPORTANT PAPERS.

I have no objection to the issue of the draft orders, but strictly confidential papers in the Council Section and the Dewan's Office should be sorted under the personal supervision of the Chief Secretary and the Private Secretary, respectively.

A register may be prepared of important State papers which ought not to be seen by any one except the Chief Secretary and Members of Government. These papers may be kept in sealed covers in the personal custody of the Chief Secretary and the Dewan.

18.5.18

h6

M. V. M.

Please bring up in person.

2/5/18

25/5

Saw the Chief Secy. who noted that the drafts might issue, as revised in the light of Dewan's views. Some

1. To the Chief Secy to forward, Private Secy to Dewan & the Registrar with the request to send the progress report before the 10th of each month.
- No 2531-3 & 116-18.

Issues instructions for the inspection & sorting of the confidential records in the

General and Revenue
Secretariat.

E.A.f. File No. 230 of 1917

Serial
No.

Devan's office & the Council Section.
(2) To the Secys to fort^{in the} file & Rev Deptts
to 2678-2682 of 25-6-18.

Prescribes rules for the registration
and filing of all confidential files
in the General & Revenue Secretariat.
(issued on 2-7-18)

Copies received
on 29⁶/₁₈

I forwarded with compliments
to Mr. Rege with the request that
progress report for June 1918 may be
sent regarding the series of
Conf. Memo.

mu

24/7/18

The progress report is pending with the
Private Secretary to Dewan to whom it
was marked by the Chief Secretary for opinion.

Under Rege E.A.f.

mu
24/7

These papers may now be
recorded & enquiries made
from here to here as to
the progress made -
Manager to note - mu
25/7

Noted

Am

25/7/18

Government of H.H.the Maharaja of
Mysore.

General and Revenue Secretariat.

Bangalore, 4th February 1917.

From

D.M.Narasinga Rao, Esq., B.A., B.L.

Secretary to Govt., Genl. Deptt.

To

S i r,

<u>Officer</u>	<u>Subject.</u>
P.S.D.	I-1, 7(a) & (b) and 11.
Registrar	I-2, & 4.
A.S.VIII	I-2, 4, 6, 7(b)(c), 10.
A.S.III	I-1, 2, 3, 4.
A.S.IV	III-7, 8, 9 & 1, 2 (Opl).
A.S. I	III-6.
U.S. V.	I-8, III-5, 11, 12.
Fl.Secy.	I-9(1), (2), (3).
Muz.Supt.	III-10.
Sany.Commr.	III-1(Opl), 7.
Rev.Commr.	III-6.
Mr.V.R.T.	I-3.
U.S.D.,) A.S.D.)	III-2.
A.C.D.	I-1
U.S., P.W.	I-4, III-1.
J.S.Rys.	I-4.
A.I.G.P., Mr.K.V.A.	III-4. Thro' I.G.P.
Supt.Govt. Gardens.	III-11.
Mr.R.N.	III-12.
Mr.C.V.Rao	III-5. Thro' Ch.Comdt.

With reference to paragraph 7
of Government Order No.9252-301/G.M.

411-16-1 dated the 5th January 1917,

I am directed to state that the -

subject or subjects noted in the -

margin has been assigned to you for

have

study and development.

I am to request that a note
----- on
notes

the subject - may kindly be sent as

early as practicable, the latest

date being the 15th March 1917.

I have etc.,

(Intd.) N.M.

For Secy. to Govt.,
Genl. Deptt.

12
81

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

Bangalore, Dated 25th January 1918.

No. 1166-89

VAG

From C.S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government of His Highness the Maharaja of Mysore.

To

S. Hiriyannaiya, Esq., M.A., B.L.,
Private Secretary to the Dewan of Mysore.

SIR,

With reference to paragraph 7 of G.O.No.G.9252-301/G.M.411-16-1
dated the 5th January 1917 sanctioning a scheme for Organization

Systematic maintenance of
State documents and confi-
dential records.

and Development work, I am directed
to request that you will be so good
as to co-operate in the investigation
of the marginally noted subject. I am
to request that a note of your views
on the subject may be kindly furnished
15th March

at an early date, before the 1918, if practicable.

I have the honor to be,

Sir,

Your most obedient servant,

M. Chief

M. Chidambaram

Secretary to Government.



13 2. 130 8L
6. 9. 17 2

BALLABROOIE,
HIGH GROUND.

Banyalore 6th September 1917.

Dear Mr. Madhava Rao,

With reference to your
office letter No. 168/E.A.G. dated 4th
February 1917, I send herewith a short
preliminary note on the systematic
maintenance of State documents and
and confidential records.

Yours sincerely,

Brigadier-General

nm
6/9/17

14

Note on the collection, printing
and preservation of important State -
Documents.

These have to be collected from

1. Palace.
2. Residency.
3. G.R.S.

So far as the papers in the G.R.S.
are concerned, they are mainly to be
collected from

1. The Dewan's Office.
2. The Council Section.
3. The General Records.

1. A special establishment for sort-
ing of records is working in the Gene-
ral Records and a selection of such -
papers may be made out of those sorted
and to be sorted.

Instructions to the Dewan's office
and the Council Section will also be -
necessary for the collection of such -
documents.

2. The documents so collected will
have to be scrutinised and important
ones got printed.

3. These documents may be listed -
and kept in a fire-proof safe in the

General

General Records or other place selected for the purpose.

Private Secy to
Dewan

Ba.
10/5

In the Council Section a Senior Undersecretary may supervise the work and in the General Records the Registrar.

I

I generally agree. To give effect to the Scheme an intelligent and experienced clerk may be too off for duty. He may begin in the do. and I shall gladly instruct him in his work. He may then go to the Council Section and after the work there is over he may take up General Records.

If the work in the Council Section is heavy another clerk may be deputed to deal with the papers in the General Records.

Similar action will have to be taken simultaneously in the Palace.

My proposals therefore are: —

- (1) To depute a clerk at once for the do.
- (2) To request the Palace Office to take action on the lines suggested above.

The Registrar will kindly state what additional establishment is needed and

for what period.

I understand there are important documents in the Registry also but action in this respect may be taken separately.



5/9/17

SL3 17

No. 2531-3

General and Revenue Secretariat,
Bangalore, 19th February 1918.

E.A. 8230

11th June

*date of issue 11th June
Signed by Mr G.S.B.*

Official Memorandum

The Registrar will be requested to inspect the confidential records in the Dewan's office and in the Council Section and to have them sorted and indexed. He may depute two reliable members of the special sorting establishment for this purpose. The records should be checked and those which have passed the stage of confidence should be transferred to the general records. The rest should be indexed and a consolidated printed index prepared. *Strictly confidential papers should be kept under the personal supervision of the Chief Secy & the Private Secy respectively* Arrangements should be made to print all important files.

The progress of the work should be reported once a month till it is completed.

By Order,

AOB
18/2
Chief Secretary to Government.

for Mr. Nee ref

To
Mr Chief Secy to Govt.
Mr Private Secy to Dewan
Mr Regl. G.O. with the request that
he will kindly prepare the monthly
progress report and submit the
same before the 10th every month.

P-65
E. A. f 230.

Official Memorandum

25th June
18

The following rules regarding the registration and filing for all confidential files will be followed in the General and Revenue Secretariat:-

(1) Confidential papers will be divided into two classes, namely, ordinary confidential papers and strictly confidential papers.

(2) The classification will be made by the Registrar or other officer receiving the papers.

(3) Ordinary confidential papers will be dealt with according to Rule 297 of the Secretariat Manual in the branches concerned.

(4) Strictly confidential papers will be dealt with in the confidential branch.

(5) The confidential branch will maintain a complete set of registers for all confidential papers dealt with therein.

(6) Strictly confidential papers will also be entered in the file registers of the respective branches from slips furnished by the Superintendent of the confidential branch. The entries should be very general, sufficient merely to admit of the files being identified.

(7) Orders issued in strictly confidential cases should be printed in a supplementary volume of Government proceedings to be prepared once a quarter.

(8) A consolidated index of all confidential files should be maintained by the confidential superintendent. *Confidential Branch.*

(9) At the end of each calendar year, the Under Secretary of the confidential branch will examine the disposed of papers of the branch and record a certificate that the files are all in order.

(10) In the case of files which have ceased to be confidential, he will submit proposals for their transference to the General Records and obtain the Chief Secretary's orders.

(11) A register of all confidential books and publications will be maintained in the confidential branch.

The superintendent of the confidential branch will obtain certificates of possession from the officers to whom copies of these publications are distributed and he will take fresh certificates from all incoming officers, whenever there is a change in the personnel of the offices.

(12) A register of files and books given out for reference from the confidential branch will be maintained and requisitions for their return will be sent once a month to the persons concerned. ^{Drawing} ~~Drawing~~ slips in the usual form should be kept in place of papers given out for reference.

(13) Procedure similar to that prescribed in rules 5 to 12 above will be followed in the Dewan's office for all confidential papers received and retained in that office.

(14) Important State documents, such as, the
treaty, agreements with other Governments, etc., will
be kept in a safe under the personal custody of the
Chief Secretary. ^{And secret papers which ought not to be seen by any one}
^{He should be prepared at any time to produce them} He will inspect these documents once
a year and record a certificate of having done so and
of the condition of the documents.

(15)

By order.
Chief Secy,
Mr. [Signature]
Secy.

- To
- The Chief Secretary to Govt.
 - The Rev. Secy to Govt.
 - The Financial Secy to Govt.
 - The Secy to Govt. - East Africa.
 - The Jt. Secy to Govt. - Mysore Dept.

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S-60

18 JUN 1918

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

P-65 27-11-618
Press Copy
(Two clum prop mmpu dmd)
W. Madhavan
For Chief Secy.



8/6/18

O.H. No.	Dated	June 1918.
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Prop
W. B. Miller

Confidential Papers and State Documents.

Prescribes rules for the registration, filing and custody
of -----

(9) At the end of each calendar year, the Under Secretary of the Confidential Branch will examine the disposed of papers of the branch and record a certificate that the files are all in order.

(10) In the case of files which have ceased to be confidential, he will submit proposals for their transference to the General Records and obtain the Chief Secretary's orders.

~~(11) The Superintendent of the Confidential Branch~~

(11) A register of all confidential books and publications will be maintained in the Confidential Branch.

~~(12) The Superintendent of the Confidential Branch will~~ obtain certificates of possession from the officers to whom copies of these publications are distributed and he will take fresh certificates from all incoming officers, whenever there is a change in the personnel of the offices.

(12) A register of files and books given out for reference from the Confidential Branch will be maintained and requisitions for their return will be sent once a month to the persons concerned. Dummy slips in the usual form should be kept in place of papers given out for reference.

(13) Procedure similar to that prescribed in rules 5 to 12 above will be followed in the Dewan's Office for all confidential papers received and retained in that office.

(14) Important State documents, such as, the Treaty, agreements with other Governments, etc., and secret papers which ought not to be seen by any one except the Chief Secretary and Members of Government, will be kept in a safe under the personal custody of the Chief Secretary. A register should be prepared of these documents and the Chief Secretary should inspect it once a year and record a certificate of having done so and on the condition of the documents.

By order,

Sd. ChS. Balasundaram Iyer,
Chief Secy to Govt.

94

06067

No. 1693

M. S. REV. S. A.

VIII B

MYSORE GOVERNMENT PRESS,

Bangalore, 17th June 1918.

18 JUN 1918

M E M O.

Forwards

Two

copies of.

First

Proof of

Draft Proceedings re Filing
custody of Confidential
Papers & State Documents pp 2

together with originals, with a request that the same may be checked and returned at an early date, with "Print" order noted thereon as ordered by Government in Proceedings No. 3463-76—Cir. 42, dated 25th May 1892.

Robertson

Asst. Superintendent, Govt. Press.

To

The Chief Secretary
Mysore Government
Bangalore

1692

PROOF FOR APPROVAL.

25

Sam. D. G. S.

17.6.18

Government of His Highness the Maharaja
of Mysore.

18 JUN 1918

GENERAL AND REVENUE DEPARTMENTS.



17.6.18

G. O. No. — , dated — th June 1918.

Confidential Papers and State Documents.

Prescribes rules for the registration, filing and custody of —

S. O.

11

Confidential Papers and State Documents.

No. _____

GOVT. OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT,
Dated Bangalore, 8th June 1918.

26
forwarded

Official Memorandum.

The following rules regarding the registration and filing for all confidential files will be followed in the General and Revenue Secretariat:—

- (1) Confidential papers will be divided into two classes, namely, ordinary confidential papers and strictly confidential papers.
- (2) The classification will be made by the Registrar or other officer receiving the papers.
- (3) Ordinary confidential papers will be dealt with according to Rule 297 of the Secretariat Manual in the Branches concerned.
- (4) Strictly confidential papers will be dealt with in the Confidential Branch.
- (5) The Confidential Branch will maintain a complete set of registers for all confidential papers dealt with therein.
- (6) Strictly confidential papers will also be entered in the file registers of the respective branches from slips furnished by the Superintendent of the Confidential Branch. The entries should be very general, sufficient merely to admit of the files being identified.
- (7) Orders issued in strictly confidential cases should be printed in a supplementary volume of Government Proceedings, to be prepared once a quarter.
- (8) A consolidated index of all confidential files should be maintained by the Superintendent, Confidential Branch.
- (9) At the end of each calendar year, the Under Secretary of the Confidential Branch will examine the disposed of papers of the branch and record a certificate that the files are all in order.
- (10) In the case of files which have ceased to be confidential, he will submit proposals for their transference to the General Records and obtain the Chief Secretary's orders.
- (11) A register of all confidential books and publications will be maintained in the Confidential Branch.

The Superintendent of the Confidential Branch will obtain certificates of possession from the officers to whom copies of these publications are distributed and he will take fresh certificates from all incoming officers, whenever there is a change in the personnel of the offices.

- (12) A register of files and books given out for reference from the Confidential Branch will be maintained and requisitions for their return will be sent once a month to the persons concerned. Dummy slips in usual form should be kept in place of papers given out for reference.

- (13) Procedure similar to that prescribed in Rules 5 to 12 above will be followed in the Dewan's Office for all confidential papers received and retained in that office.

- (14) Important State documents, such as, the Treaty, agreements with other Governments, etc., and secret papers which ~~are~~ not to be seen by any one except the Chief Secretary and Members of Government, will be kept in a safe under the personal custody of the Chief Secretary. A register should be prepared of these documents and the Chief Secretary should inspect it once a year and record a certificate of having done so and on the condition of the documents.

ough
u

By Order,

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

S. O.

11

Confidential Papers and State Documents.

No. 2678-2682
E. A. G. 230.

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT,
Dated Bangalore, 18th June 1918.

Official Memorandum.

The following rules regarding the registration and filing of all confidential files will be followed in the General and Revenue Secretariat:—

(1) Confidential papers will be divided into two classes, namely, ordinary confidential papers and strictly confidential papers.

(2) The classification will be made by the Registrar or other officer receiving the papers.

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(7) Orders issued in strictly confidential cases should be printed in a supplementary volume of Government Proceedings, to be prepared once a quarter.

(8) A consolidated index of all confidential files should be maintained by the Superintendent, Confidential Branch.

(9) At the end of each calendar year, the Under Secretary of the Confidential Branch will examine the disposed of papers of the branch and record a certificate that the files are all in order.

(10) In the case of files which have ceased to be confidential, he will submit proposals for their transference to the General Records and obtain the Chief Secretary's orders.

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(14) Important State documents, such as, the Treaty, Agreements with other Governments, etc., and secret papers which ought not to be seen by any one except the Chief Secretary and Members of Government, will be kept in a safe under the personal custody of the Chief Secretary. A register should be prepared of these documents and the Chief Secretary should inspect it once a year and record a certificate of having done so and on the condition of the documents.

By Order,

C. S. BALASUNDARAM IYER,
Chief Secretary to Government

To—The Secretaries to Government in the General and Revenue Departments.

Exd.—C. R.

28

**Government of His Highness the Maharaja
of Mysore.**

—
GENERAL AND REVENUE DEPARTMENTS.



G. O. No. 2678-2682—E. A. G. 230, dated 25th June 1918.

Confidential Papers and State Documents.
Prescribes rules for the registration, filing and custody of —

WD 2440—GPB—28-6-18.205